

**Official Vendor Lists to be Used for Student Records
and Course Session Setup Tables**

Retain this copy for reference January 19, 2000.

Includes the proper vendor codes and names for:

- Associations/Societies
- Educational Institutions
- Equipment Rental
- External Vendor
- Facility Rental
- Financing Fund
- Inter Agency
- Intra-Agency (All DOE)
- State Local
- Training Provider

Note: There have been multiple entries in different formats for these vendors. We are going to delete the duplicates and retain only those cited below. Please use only the specific codes and names as cited. Do not reenter the vendors in a different format.

In addition to specific vendors, this document contains naming conventions for commonly used vendor types.

Best Business Practice: Check vendor name/business address and refer to these official entries before entering a vendor into the system.

Naming and abbreviation conventions:

In order to facilitate the search process and insure capturing a vendor already in the system please observe the following conventions:

- For government agencies, other than DOE begin the entry with US (no periods).

Example: US Fish and Wildlife Service; US Department of Labor

- For universities begin the entry Univ (no period) even if there is space to type out University in full.

Example: Univ of Colorado, Univ of Maryland

- For company names that begin with "The", do not use "The" to start the vendor name. You may eliminate "The" entirely or add it at the end of the name.

Example: Fielding Company, The or Fielding Company

DOE Site and Office Entries	
Vendor Code	DOE Site or Office Entry
000268	DOE Albuquerque Operations Ofc
000039	DOE IM Technology Training
000148	DOE Nevada Operations Office
000346	DOE Ofc of Inspector General
000346	DOE Ofc of Procure & Asst Mgmt
000301	DOE Western Area Power Admin.
000367	DOE WAPA Electric Power Trn Ctr
Naming Conventions for DOE Sites and Offices: DOE plus Site or Office name with no punctuation	

USDA Training Facilities - Official Vendor Entries	
Vendor Code	USDA Training Center Name
000241	USDA Grad Sch Corresp Program
000161	USDA NISC (National Independent Study Center)
000009	USDA Midwest Training Center
000007	USDA National Capital Trng Ctr
000006	USDA Northeast Training Center
000012	USDA Pacific Training Center
000008	USDA Southeast Training Center
000010	USDA Southwest Training Center
000011	USDA Western Training Center
Naming conventions for USDA Training Centers: Do not add specific programs delivered by a specific center (e.g., SES Candidate Program); use the existing entry for the location. Do not add entries that duplicate the above sites in a different format (e.g., Atlanta Training Center)	

Office of Personnel Management Vendor Entries	
Vendor Code	Vendor Name
000037	Office of Personnel Management (in DC)
000036	Office of Personnel Management (in Aurora, CO)
000207	Federal Executive Institute

Fred Pryor and Career Track	
000341	CareerTrack/Pryor Resources (with KS address)
000062	CareerTrack/Pryor Resources (with Boulder, CO address)
Naming convention for Fred Pryor and Career Track entries: Please use the above name if entering this vendor with a different location. It has been determined to be the official title for billing purposes.	